SIKKIM

GOVERNMENT GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

Gangtok **Thursday 24th July 2025** **No. 303**

GOVERNMENT OF SIKKIM
FINANCE DEPARTMENT
TASHILING SECRETARIATE
BLOCK-B
GANGTOK

NO: 03/FIN/ADM **DATED: 23/07/2025**

NOTIFICATION

In exercise of the powers conferred by clause (3) of Article 166 of the Constitution of India, the Governor of Sikkim is hereby pleased to make the following rules to regulate the procurement, repair and maintenance of Government vehicles namely:-

1. **Short title and commencement: -**

(1) These rules may be called the Sikkim Government Vehicle Procurement and Maintenance Rules, 2025.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Definitions:** In these rules, unless the context otherwise requires,-

(a) "Cumulative expenditure" means progressive expenditure incurred on repair and maintenance of the vehicle;

(b) "Departmental auto-workshop" means the auto-workshop operated by an administrative department;

(c) "Drawing and disbursing officer" means an officer declared as such by the Finance Department, on the recommendation of the head of department, to draw bills and make payments on behalf of the State Government;

(d) "Government vehicle" means a motor vehicle allotted to a government servant or a department;

(e) "Head of department" means a government servant in the rank of secretary or above who is heading the department;

(f) "Head of office" means a gazetted officer declared as such by the Department with the approval of the Finance Department;

(g) "History sheet" means the history register of the vehicle;

(h) "Year" means year spanning 12 month period starting on the original purchase date of the vehicle;

3. Scale and entitlements.

(1) The expenditure on repairs of Government vehicles (includes Two Wheelers) shall not exceed the ceiling specified in schedule 1.

(2) If any vehicle is certified to be road worthy after technical inspection of Sikkim Nationalized Transport (SNT), Division of Transport Department, an additional maintenance cost may be incurred each year, as indicated in the table below, from the 11th year onwards upto a maximum of 15 years or such period as may be prescribed under the relevant Motor Vehicle rules.

Sl. No.	Type of vehicle	Amount in Rupees
1	Two Wheelers	₹ 10,000/-
2	light motor vehicles including SUVs	₹ 60,000/-
3	for Utility and Pickups	₹ 70,000/-
4	Truck/Bus/Heavy vehicles	₹ 1,00,000/-

(a) the yearly ceiling amount shall be calculated on cumulative basis so that in the event of saving within the ceiling in any previous year the same can be carried over to the next year for maintenance of vehicle.

(3) The Heads of Department, Heads of Offices and Drawing and Disbursing Officers should ensure that a register of expenditure on account of repairs is maintained for each vehicle and the cumulative limit prescribed in these rules against each vehicle is not exceeded.

4. Authority for Sanction:

(1) The Head of Department/Head of Offices can exercise their discretion to get the vehicle repaired in private garages authorised by Sikkim Nationalised Transport Division of Transport Department and sanction the expenditure without referring to Sikkim Nationalised Transport for technical verification of the bills if the repairs cost does not exceed as indicated below.

Sl. No.	Type of vehicle	Amount in Rupees (in each case)	Amount in Rupees (per annum)
1	Two Wheelers	₹ 5,000/-	₹ 10,000/-
2	All other vehicles	₹ 15,000/-	₹ 50,000/-

(a) the expenditure incurred on such repair works shall also be included in the history sheet of the vehicle for calculating the scale and entitlements. Head of Department/ Head of Office shall have full power to sanction expenditure within the ceiling as prescribed in these rules.

(2) The sanction order accompanying the bill to be presented to the Pay & Accounts Office or other paying authority shall specifically mention, among other things, the date of purchase of the vehicle, the up-to date amount already spent on its repairs and maintenance, the amount sanctioned for the present repair, the cumulative distance covered by the vehicles on the date of repair and the allowable amount under this guideline, with a certificate that the expenditure is within the prescribed ceiling, failing which they shall not make the payment.

(3) Head of Department shall be competent to sanction expenditure upto a maximum of ₹ 10,000/- (Rupees ten thousand) once in the lifetime of the vehicle on account of any additional fixtures like Rain Guard, Mud Guard, or other accessories required for safety of the vehicle and which shall not include searchlights, decorative fixture, alloy ring and media player in Government vehicles. This provision shall not apply to fittings required under Motor Vehicles Act and other specific regulations of the Government.

(4) For vehicles attached to the Very Very Important Persons or Very Important Persons, the special fittings/works required shall be as per the technical specifications of Sikkim Nationalised Transport Division of the Transport Department. Heads of Departments will have full powers to sanction these expenditures and shall be limited to ₹ 50, 000/- once in a lifetime of the vehicle.

(5) The expenditure incurred in the items described under sub-rule (3) and (4) above shall not be included in the scale for maintenance but the same shall be recorded in the appropriate column of the history sheet and relevant record of the vehicle.

5. Servicing, Furnishing and Replacement of Tyres of Vehicles:-

The expenditure incurred on items like servicing, furnishing and replacement of tyres of vehicles including two wheelers indicated below shall not be included in the cumulative scale for maintenance but the same shall be recorded in the appropriate column of the history sheet and relevant record of the vehicle.

(1) Servicing of each Government vehicles inclusive of lubricants will be restricted to:

Sl. No.	Type of vehicle	Amount
1	Two wheelers	₹ 2,000/- in each case
2	Gypsy/ Car/Van/others not listed	₹ 10,000/- in each case
3	Bolero/ Utility /Pickup	₹ 15,000/- in each case
4	Scorpio/ SUVs/heavy vehicles	₹ 20,000/- in each case
5	Innova/ Forturner	₹ 25,000/- in each case

(2) The Servicing shall be restricted to:

(a) Once in 3 months/8000 kms for touring vehicles.

(b) Once in 6 months/8000 kms for local duty vehicles.

(c) The above provision shall not be applicable till the free services given by the manufacture are exhausted.

(3) DEF (Diesel Exhaust Fluid) used in Selective Catalytic Reduction (SCR) system in modern vehicles is to be treated as an isolated item and should not be added in the cumulative total of expenditure.

6. The cost of furnishing of vehicles shall be restricted to,-

(1)	Rubber/Grass mats	3 pcs per vehicle cost not exceeding - SUVs - ₹ 6,000/- - others - ₹ 4,500/- Replacement is allowed only after **2 years** of initial purchase.
(2)	Seat cover complete including stitching charges should not exceed ₹10000/- NO replacement will be allowed before **three years** of initial purchase or from date of replacement.	

7. Purchase and Replacement of Tyres and Tubes:

The replacement of tyres and tubes not exceeding four tyres and tubes at a time shall be made after coverage of kilometer as specified below:-

Sl. No	Type of vehicle	Covered kilometer
1	Utility/ Pick up	17000 Km
2	Light Motor Vehicle including SUVs	20000 Km
3	Two Wheelers	20000Km
4	Heavy vehicles	15000 Km

8. Procurement of Parts by the Departmental Workshops:-

All parts for repair of Government vehicles by Departments having Auto workshop shall be made from manufactures or authorised dealers and subject to such other restrictions as may be imposed by the Government from time to time and subject to the observance of prescribed purchase procedures.

9. Procurement of new vehicles:-

Procurement of all new and replacement vehicles shall be made only after concurrence of Finance Department and in specific cases the Home Department and sanction of the Chief Minister through the Chief Secretary is obtained and provision is made in the Budget estimate for that year.

10. Entitlement of vehicles. -

Purchase and allotments of vehicles shall be made strictly in accordance with the entitlement of level of officers as follows:-

	LEVEL OF OFFICERS	ENTITLEMENT
(A)	Group A - Level 22 and above Officers/ Corresponding Level All India Service Officer	Scorpio N ZS MT or any other SUV approved by the Government from time to time
(B)	Group A-Level 20-21 Officers / Corresponding Level All India Service Officer	Scorpio Classic S11 or any other SUV approved by the Government from time to time.
(C)	Group A- Level 19 Officers / Corresponding Level All India Service Officer	Bolero NEO/N10 or any other vehicle approved by the Government from time to time.
(D)	Gazetted Touring Officer below Group A-Level 19 Officers / Corresponding Level AIS Officer	Bolero B6 (2WD) or any other vehicle approved by the Government from time to time with prior approval of the Chief Secretary

11. User Charge:

Depending upon the type of vehicle allotted to an officer or any public functionaries which is used for both official and private purposes, user charge shall be payable by the officer which shall be deducted from their monthly pay as Vehicle Charge. The rate at which the user charges will be payable are as under :

Sl. No.	Cost of vehicle	Rate of user charge (Amount in Rupees)
1	Upto ₹ 10,00,000/-	₹ 1000
2	₹ 10,00,000/- to ₹ 15,00,000/-	₹ 1500
3	₹ 15,00,000/- and above	₹ 2000

(a) The vehicle charges as indicated above are against the attachment of each vehicle.

(b) The officers using a Government vehicle on sharing basis shall also pay the user charges each month. The share of each officer shall be deducted from his/her monthly salary.

(c) The officer in charge using programme vehicles other than pickup van, utility and other similar transport vehicles shall be required to pay 50% of the vehicle user charges as indicated in the table above.

(d) Vehicles attached to Hon'ble Governor of Sikkim, Hon'ble Chief Minister of Sikkim, Hon'ble Chief Justice and Judges of High Court of Sikkim, ambulances, hearse, buses and trucks including mini trucks (pick up vans/utility etc), fire tenders and vehicles attached to fire stations and police stations, pilot and escort vehicles are exempt from levy of vehicle user charges.

12. Procedure for Repairs of Government Vehicles:-

Following procedure for repairs of Government vehicles shall be followed:

(1) All Government vehicles shall be repaired either in the departmental mechanical workshop or in the authorised private garages declared by Sikkim Nationalised Transport Division of Transport Department from time to time. The vehicles can also be repaired from the authorised workshop of the manufacturing company or its authorised repair workshop.

(2) Vehicles requiring repairs shall first be examined by the Sikkim Nationalised Transport Division of Transport Department, who shall be the sole authority to examine the vehicles and certify the extent for repairs that are necessary.

(3) No bill exceeding the limits authorised under rule 4 (1) shall be paid unless the repair is certified by the Sikkim Nationalised Transport Division of Transport Department and countersigned by the Officer concerned to whom the vehicles is attached or any authorised officer nominated by Head of Department.

Note: *wherever there is a departmental auto workshop, the above mentioned role of SNT division of the Transport Department shall be discharged by the mechanical wing of the department who shall be in-charge of the departmental workshop.*

13. Repair of Vehicle Relating to Accidents Cases.

(1) Any expenditure proposed on repair of vehicle where the cost of the repair exceeds ₹60,000/- (Rupees sixty thousand) due to accidents shall be first examined by the Sikkim Nationalised Transport Division of Transport Department. Concurrence of Home and Finance Department shall be obtained thereafter by the respective department along with technical report so obtained from Sikkim Nationalised Transport. A copy of First Information Report, report of the concerned Police Station on the cause of accident, person driving the vehicle and details of date and time of accident is to be submitted. A separate report of the inquiry officer appointed by the Head of Department and the observations and recommendations of the Heads of Department shall also accompany the proposal to be submitted to Home Department and Finance Department for concurrence. The amount so concurred shall stand excluded from the monetary ceiling specified for each type of vehicle.

(2) Concurrence of Home Department and Finance Department needs to be obtained even in case where the cost of repair of the accident vehicle is within the ceiling of expenditure prescribed by the Government for such vehicle.

(3) Any repair proposals for repair of vehicle due to accidents during the personal use of the concerned officer shall be borne by him. Similarly, accidents due to driving of vehicle by an unauthorized driver shall not be entertained by the Government.

Note: *wherever there is a departmental auto workshop, the above mentioned role of SNT division of the Transport Department shall be discharged by the mechanical wing of the department who shall be in charge of the departmental workshop*

14. Guarantees on Repairs:

The authorised officer of the department shall obtain a guarantee for the repairs undertaken by the Authorised Garages of SNT Division of Transport department for the following major works before processing the bills for payment as indicated below: -

Type of Repair	Covered Guarantee
Major Engine Repair	1 year from the date of repair
Minor Engine Repairs	1 year from the date of repair
Gear Box	1 year from the date of repair

15. Condemnation of vehicles:

The State Government shall condemn Government vehicles after observing the following criteria and procedure: -

(1) All Government vehicles shall be condemned only after technical certificate is obtained from the Sikkim Nationalised Transport or other competent authority designated by the Government certifying that the vehicle is not fit for any further economical use. The vehicle shall be disposed off only on the approval of the competent authority as notified by the Government from time to time.

(2) The valuation of the vehicle proposed for condemnation shall be assessed by Sikkim Nationalised Transport Division of Transport Department.

(3) The vehicle shall be condemned only if the life span of the vehicles in terms of distance run (in kilometre) and length of use (in years) are fulfilled.

(4) The lives of Fire Service Vehicles and appliances shall be as mentioned below: -

(a) Water Tender Type "A" & "B" Portable Pump/Tractor Pump/Motor Fire Engine/ Dry Powder/Jeep/Fire Truck/CO2 Crash Tender/Jeep Fire Engine Trailer mounted engine shall be 5000 hrs static operation or 10 years in service whichever is completed later. (*24 km. run on road is equivalent to 1 hour stationary operation);*

(b) Other motor vehicles fitted with less than 18 HP engine whose power is not used to propelling Fire Pump shall be 1.50 lakhs km run or 10 years of service whichever is completed later

(5) Any other deviations on the condemnation process or sale of Government vehicles shall be made only with the prior concurrence of Finance Department and Home Department and approval of State Government.

Note: *wherever there is a departmental auto workshop, the above mentioned role of SNT division of the Transport Department shall be discharged by the mechanical wing of the department who shall be in charge of the departmental workshop.*

16. Disposal of Condemned Vehicles including Two Wheelers: -

The vehicles shall be disposed off by the Transport Department or any other authority designated by the Government from time to time. The condemned vehicle may be disposed off to the best advantage of Government having due regard to the following instructions: -

(1) Subject to any special rules or orders applicable to any particular department, report of condemned vehicle may be declared as such and ordered to be disposed off by the authority delegated in this behalf; such authority shall also specify the manner in which the vehicles are to be disposed off.

(2) Each order declaring the condemnation shall specify the full reasons for declaring it as such and proper records of all such shall be maintained for watching disposal thereof within one month of condemnation of the vehicle

(3) All such vehicles which may be declared for condemnation and ordered for disposal shall be disposed off by public auction.

(4) Head of Office or any other authorized Gazetted officer of concerned department should invariably attend the auction and record the final bid.

(5) The report of vehicle for disposal should be prepared in Form-I, by the competent authority. This report should be signed by the Head of Office or any other Gazetted officer so delegated, after satisfying all formalities and approval of competent authority has been obtained.

(6) A sale account should be prepared in Form-II, by the Transport Department. The sale account should be signed by the officer who supervised the auction after comparing the entries made in the sales account with the report of condemnation of the vehicle.

(7) Wide publicity for disposal of the vehicle shall be given by auctioning authority in both the print and digital media through Information and Public Relation Department giving at least one month time for participation in the bid.

(8) Revenue generated through auction of all such vehicles shall be credited into the Government Account through the Transport Department under the relevant Revenue Heads.

17. Advance payments relating to Repair and Maintenance:

Heads of Departments and Heads of Offices shall have full powers to sanction advance for the following items after consultation with the Finance and Accounts wing of their respective Departments or Offices.

	DETAILS	**REMARKS**
(1)	Purchase of Motor Spirit/Diesel/ Mobil oil	Subject to such norms as may be prescribed by the Government from time to time
(2)	Purchase of Tyres /Tubes/Battery from STCS or any authorised agency.	Subject to such norms as may be prescribed by the Government from time to time.
(3)	Motor Vehicles Tax other than fines.	Subject to such norms as may be prescribed by the Government from time to time.
(4)	Minor Repairs	Subject to ceiling limits as prescribed.

18. Maintenance of history sheet and vehicle repair or replacement record.

History Sheet of each Government vehicle is to be kept as per the forms prescribed hereinafter under in a Booklet form to be obtained from Government Printing Press. All the records of repairs and maintenance of Government vehicles are to be authenticated by the Head of Offices or Drawing and Disbursing Officer on each case prior to release of payment.

(a) HISTORY REGISTER OF VEHICLE

DESCRIPTION OF THE VEHICLE

NAME OF DEPARTMENT:

VEHICLE NO:

MAKE/MODEL.....

ENGINE NO.....

CHASIS NO.....

DATE OF PURCHASE.....

COST OF VEHICLE.....

ANTICIPATED LIFE.....

Signature of the D&D.O.

(b) TYRE RECORD **(Not to be included in progressive total)**

Date	Tyre No.	Mileage covered on the date of purchase of tyres	Amount	Name of supplier	Bill no. and date	Remarks signature of Head Of Department or Head Office or Drawing and Disbursing Officer.

(c) BATTERY RECORD **(Not to be included in progressive total)**

Date	Battery No.	Validity of warranty period	Amount	Name of supplier	Bill No. and date	Remarks signature of the Head Of Department or Head Of Office or Drawing and Disbursing Officer.

(d) SEAT COVER RECORD. **(Not to be included in progressive total)**

Date of purchase	Amount	Name of supplier	Bill no. and date at page no.	Remarks signature of the Head Of Department or Head Of Office or Drawing and Disbursing Officer.

(e) SERVICE RECORD **(Not to be included in progressive total)**

Date of servicing	Amount	Name of supplier	Bill no. and date at page no.	Remarks signature of the Head Of Department or Head Of Office or Drawing and Disbursing Officer.

(f) HISTORY BOOK OF VEHICLE

DETAILS OF REPAIRS, RELACEMENT OF PARTS, MAINTENANCE AND SERVICING

Sl. No.	Date	Bill no. and date	Name of supplier	Particulars	Qty	Rate	Amount	Expenditure during the current financial year	Cumulative Expenditure	Signature of H.O.D./ H.O.O., D&D.O.

Schedule I (See rule 3)

Sl. No.	Class of vehicle	Life in Lakhs in Km/ in years	Year wise Cumulative ceiling on cost of repairs (in Lakh)									
			upto 1st year/15000km	upto 2nd year/ 30000km	upto 3rd year/ 45000km	upto 4th year/ 60000km	upto 5th year/ 75000km	upto 6th year/ 90000km	upto 7th year/ 105000 km	upto 8th year/ 120000 km	upto 9th year/ 135000 km	upto 10th year/ 150000 km
1	2	3	4	5	6	7	8	9	10	11	12	13
	NON FUNCTIONAL											
A	Gypsy/ Hatchback/ Car/ Van/ Light Petrol Vehicle or any equivalent	1.50/10 (Ten)	0.16	0.26	0.66	0.86	1.98	2.23	2.70	3.42	4.39	4.20
B	Bolero/ light Multi Utility Vehicles/ Compact Sports Utility Vehicle or any equivalent (petrol & diesel)	1.50/10 (Ten)	0.33	0.53	1.32	1.73	3.98	4.47	5.40	6.85	7.75	8.40
C	Fortuner/ Innova/ Scorpio/ Sports Utility Vehicle or any equivalent (petrol & Diesel)	1.50/10 (Ten)	0.38	0.96	1.81	2.47	4.25	5.77	6.71	7.90	8.76	11.33

	FUNCTIONAL											
A	Multi Utility/ Tata Mobile Pickup Vans /Light Diesel Vehicle	1.50/10 (Ten)	0.33	0.53	1.32	1.73	3.97	4.47	5.40	6.85	7.75	8.40
B	Truck/Bus/ Heavy Vehicle	3.00/10 (Ten)	0.56	1.70	2.82	3.96	5.56	8.70	9.88	11.0	12.12	15.00
C	Two wheelers	0.80/8 (Eight)	0.06	0.10	0.16	0.21	0.28	0.33	0.41	0.47		
D	Tractor/ Heavy Diesel ehicle	10,000 hours	0.10	0.36	0.6	0.9	1.18	1.9	2.15	2.44	2.68	2.93
	FUNCTIONAL (HEALTH & FAMILY WELFARE DEPARTMENT)											
A	Ambulance: Force Traveller/ Force Trax/ Tata Winger/ Bolero Neo Plus/Bolero Plus BS4	3.00/10 (Ten)	0.70	2.12	3.52	4.90	6.95	10.87	12.35	13.75	15.15	18.75
B	Hearse: (Utility vehicle)	1.50/10 (Ten)	0.5	0.80	2.00	2.60	6.00	6.75	8.15	10.35	11.70	12.70
C	Pool vehicle under District Hospitals: Alto, Wagon R	1.50/10 (Ten)	0.25	0.40	1.00	1.30	3.00	3.37	4.07	5.17	5.85	6.35

Note: for vehicles having life of 3.00 Lakh Kilometres (kms), the per year km ceiling limit for repairs shall be calculated as 30,000 kms per year, cumulative upto 10th year. For two wheelers having a life of 80,000 kms, the per year km ceiling limit for repairs shall be 10,000 kms per year cumulative upto 8th year. Similarly, for Tractors/ Heavy Diesel Vehicles, the per year hours ceiling limit shall be 1000 hours per year cumulative upto 10th year.

Form I {see rule 16 (5)}

Vehicle no	Particulars of vehicle	Book Value/ original Purchase price of the vehicle	Condition and year of purchase of the Vehicle	Valuation of Vehicle by the Chief Engineer, Transport Department, SNT Division	Mode of Disposal	Remarks
1	2	3	4	5	6	7

Date :

Signature :

Designation :

Form II {see clause 16 (6)}

Vehicle No.	Particulars of vehicle	Valuation of Vehicle by the Chief Engineer, Transport Department, SNT Division	Name & Full Address of Purchaser	Highest Bid Accepted	Highest Bid rejected	Earnest Money realized	Date on which complete amount is realized and credited into Bank	Whether the vehicle(s) was actually handed over on the spot. If not, the actual date of handing over the vehicle
1	2	3	4	5	6	7	8	9

M.C.P. Pradhan, SF&AS,
Controller of Accounts cum Secretary,
Finance Department.